



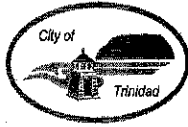
Posted: Friday, May 20, 2011

## **NOTICE AND CALL OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**

The Trinidad City Council will hold its second regular monthly meeting on  
**WEDNESDAY, MAY 25, 2011 at 6:00 PM**  
in the Town Hall at 409 Trinity Street

### **No Closed Session**

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. COUNCILMEMBER REPORTS**
- V. STAFF REPORTS**
- VI. ITEMS FROM THE FLOOR**  
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- VII. CONSENT AGENDA - None**
- VIII. DISCUSSION/ACTION AGENDA ITEMS**
  - 1. First Reading of Ordinance 2011-01: Amending Municipal Code Section 2.20.090 relating to the Qualifications of Planning Commission members.
  - 2. Study Session on Proposed FY2011-2012 Budget
- IX. COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS**
- X. ADJOURNMENT**



## **AGENDA ITEM #1**

### **SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

1. First Reading of Ordinance 2011-01: Amending Municipal Code Section 2.20.090 relating to the Qualifications of Planning Commission members.

**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Kathy Bhardwaj, Mayor**  
**Gabriel Adams, City Clerk**



**ORDINANCE NO. 2011-01**

**AMENDING ORDINANCE 2007-03 OF THE CITY COUNCIL OF THE CITY OF TRINIDAD,  
AND AMENDING SECTION 2.20.090 OF THE TRINIDAD MUNICIPAL CODE,  
RELATING TO THE QUALIFICATIONS OF PLANNING COMMISSION MEMBERS**

The City Council of the City of Trinidad does hereby ordain as follows:

**Section 1:** Section 2.20.090 of the Trinidad Municipal Code, and Ordinance 2007-03 is hereby amended to read as follows:

**2.20.090: Qualifications of Planning Commission Members**

Except as provided hereinafter, no person may serve on the Trinidad Planning Commission unless, at the time of appointment to office, and at all times thereafter during the term of the appointment, that person is a resident of the City Limits of the City of Trinidad.

However, the City Council may appoint up to (2) members who need not be a resident of the City of Trinidad, but reside within the Greater Trinidad Area as conceptually defined as an area in Humboldt County north of Little River and south of Big Lagoon as described by the map (attachment A).

**Section 2:** This ordinance shall become effective thirty (30) days after its passage.

**PASSED, APPROVED, AND ADOPTED** on this 25<sup>th</sup> day of May, 2011, by the following vote:

**Ayes:**  
**Noes:**  
**Absent:**  
**Abstain:**

**Attest:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Kathy Bhardwaj**  
Mayor

**First Reading:** Wednesday, May 25, 2011

**Second Reading:**

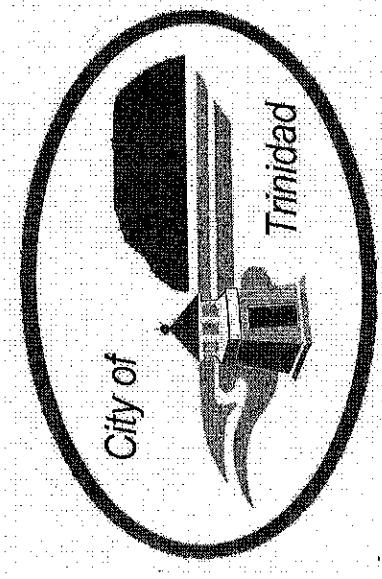


## **AGENDA ITEM #2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 37 PAGES**

2. Study Session on Proposed FY2011-2012 Budget

# **BUDGET PRESENTATION SLIDES**



# CITY OF TRINIDAD

## FY 2011-12 PROPOSED BUDGET

# **General Assumptions**

---

- Realistic budget projections (neither conservative nor worst case)
- Increase Grant Administrator to full time (currently 60%) at an hourly rate of \$21
- Other employee salaries to increase by 2% to reflect CPI
- Continue Records Manager at 75% with added duties
- Medical insurance increase 8%; dental insurance increase 5% absorbed by city

## General Fund

---

- Administration, Police, Fire and Public Works

- Relies on fund balance forward to balance the budget

• Revenues	\$465,920
• Expenditures	\$495,823*
• Difference	\$ 29,903

Admin	274023
Fire	17210
Police	117185 + 6035
	<u>87405</u>
PW	<u>495823</u>

\* excludes Proposition 1B and fire reserve



## **General Fund – Administration**

### **(\$274,023)**

---

- Funds administrative staffing plus liability and property insurance
- Funds contracted services from Accountant, Auditor, Attorney, Planner, Building Official, Engineer not charged to specifically funded project
- Includes \$7,500 toward multi-year recodification project
- Funds \$5,000 of TOT to distribute to tourism promotion agencies (request for \$3,000 to date)

## **General Fund - Public Safety (Fire \$67,210; Police \$217,185)**

---

- Continue contract with Sheriff - \$182,745  
(current year \$179,976)
- Assumes continuation of COPS  
\$100,000 grant (possible risk)
- Formal recognition of fire capital reserve  
\$50,000

## **General Fund – Public Works (\$242,105)**

---

- Completion of proposition 1B projects (\$154,700 included in above)
- Minimal general fund support supplemented by Proposition 1B funds, TDA (\$6,600) and gas taxes (\$10,000)
- Special projects and grant funds determined by funding source

# **Grant Projects in Progress**

---

- Gateway (two funding sources)
- Azalea/Pacific
- Stormwater Management Improvement
- Pier Reconstruction
- Luffenholtz Sediment Reduction
- Watershed Coordinator
- City Hall Furnace
- Indian Gaming Grant
- Turbidity Meter Grant
- Water Treatment Plant Upgrade
- Proposition 1B balance (street lights, trail)
- Saunders Park final documentation
- ARRA funding resolution
- Reconciliation of other completed project funds and final invoicing

## **Integrated Waste Management Fund**

---

- Draw down on carry forward to balance budget
- Revenues \$40,500; expenditures \$48,824
- Assumes \$5,000 Cal Recycle grant

## **Water Fund**

---

- Draw down on carry forward to balance budget
- Revenues \$237,000; expenditures \$312,923
- Proposition 218 rate analysis to consider rate adjustments (\$14,848 w/o options)
- Continuation of replacement program for fire hydrants (2 per year)

## **Cemetery Fund**

---

- Draw down on carry forward to balance budget
- Revenues \$12,000; expenditures \$16,462

## **Next Steps**

---

- Consider funding for the following:
  - TOT Distribution (recommend defer decision)
  - Water Rate Analysis (recommend basic analysis)
  - Van Wycke Trail Repairs (recommend defer to June meeting)
  - Public Education Program for On-Site Wastewater Treatment Ordinance (recommend defer to consider proposal)
  - Special Requests



## **Special Requests**

---

- Consider funding neighborhood watch program
- Consider support for McKinleyville Family Resource Center (request \$1,000)
- Consider funding birding volunteers
- Consider request by Commercial Fisherman's Wives for banner hardware (\$50 each for 10-15 banners)

## **To the Finish Line**

---

- Direct any changes or additions (can also be done during course of fiscal year)
- Schedule adoption by Resolution at meeting of June 8, 2011

# **DRAFT BUDGET**

CITY OF TRINIDAD  
**FY2012 BUDGET**  
**Proposed General Fund Revenue**

General Fund Balance Forward 6/30/10 = \$910,461

(Includes Prop 1B advance balance and reserve for fire capital outlay)

		<u>Amended FY2011 Budget 9/8/10</u>	<u>Actual Thru 2/28/11</u>	<u>Proposed 2012 Budget</u>
<b>201</b>	<b>REVENUES</b>			
4100	Property Taxes	\$ 110,000	\$ 67,223	\$ 115,000
4200	Sales Taxes	\$ 220,000	\$ 94,874	\$ 180,000
4300	Transient Occupancy Tax	\$ 72,000	\$ 45,539	\$ 80,000
4908	Motor Vehicle Fines and Fees	\$ 1,000	\$ 2,457	\$ 3,500
5301	Copy Machine Fees	\$ 100	\$ 16	\$ 100
5302	Interest Received	\$ 35,000	\$ 21,170	\$ 15,000
5309	Other Miscellaneous Income	\$ -	\$ 2,683	\$ 2,500
5402	Planner Application Processing	\$ 10,000	\$ 4,952	\$ 8,500
5404	Engineer Application Processing	\$ 500	\$ -	\$ 500
5405	Building Inspector Application Processing	\$ 5,000	\$ 8,890	\$ 10,000
5410	Animal License	\$ 200	\$ 29	\$ 100
5413	Farmers Market Business License	\$ -	\$ 210	\$ -
5414	Zoning & Subdivision Fees	\$ -	\$ 10	\$ -
5415	Business License	\$ 12,000	\$ 5,035	\$ 7,500
5430	Encroachment Permits	\$ 400	\$ 210	\$ 400
5615	Franchise Fees	\$ 6,000		\$ -
5640	Rental Income - Verizon	\$ 18,000	\$ 11,373	\$ 19,620
5650	Rental Income - Harbor	\$ 5,000	\$ 5,000	\$ 5,000
5665	Rental Income - Suddenlink	\$ -	\$ 2,982	\$ 4,200
5670	Rental Income - Town Hall	\$ 10,000	\$ 4,675	\$ 8,500
5680	Rental Income - Misc	\$ 500		\$ 500
5999	Interdepartmental Transfer	\$ 52,000	\$ -	\$ 5,000
	<b>TOTAL REVENUES</b>	<b>\$ 557,700</b>	<b>\$ 277,328</b>	<b>\$ 465,920</b>

**Proposed 2011-12 Budget**  
**General Fund Department 201 - General Administration**

201	EXPENDITURES	Amended FY2011 Budget 9/8/10	Actual Thru 2/28/11	Proposed 2011- 12 Budget
6090	Honorariums	\$ 3,000	\$ 1,750	\$ 3,000
6100	Employee Wages	\$ 47,545	\$ 36,711	\$ 72,615
6125	Overtime			\$ 1,500
6500	Employee Benefits	\$ 26,247	\$ 6,154	\$ 6,384
	Employer Costs	\$ 4,721	\$ 17,376	\$ 8,746
6550	Employee Mileage Reimbursement	\$ 1,200	\$ 847	\$ 1,200
6810	Fidelity Bond Insurance	\$ 700	\$ 700	\$ 770
6820	General Liability Insurance	\$ 5,443	\$ 5,443	\$ 10,908
6830	Property & Casualty Insurance	\$ 3,340	\$ 4,397	\$ 4,387
	ERMA (Insurance)	\$ 2,010	\$ -	\$ -
7110	Attorney - Meetings	\$ 24,000	\$ 10,625	\$ 15,000
7111	Attorney - Administrative Tasks	\$ -	\$ 8,213	\$ 8,000
7113	Attorney - Litigation	\$ 10,000	\$ -	\$ 10,000
7121	City Engineer - Administration	\$ 6,000	\$ 2,905	\$ 7,000
7107	City Engineer - Application Processing	\$ 2,000	\$ -	\$ 2,000
7130	City Planner - Meetings	\$ 2,000	\$ 2,125	\$ 4,200
7131	City Planner - Administration	\$ 6,000	\$ 4,490	\$ 7,000
7132	City Planner - Application Processing	\$ 8,000	\$ 2,880	\$ 7,000
7133	City Planner - Enforcement	\$ -	\$ 168	\$ -
7134	City Planner - Projects	\$ 12,000	\$ 2,778	\$ 20,000
7140	Building Inspector - Application Processing	\$ 5,000	\$ 2,364	\$ 5,000
7151	Accountant	\$ 18,000	\$ 12,630	\$ 20,000
7162	Auditor	\$ 10,000	\$ 11,044	\$ 11,913
7511	Information Technology Support	\$ 1,000	\$ 716	\$ 1,200
7200	TOT Allocation	\$ 30,000	\$ -	\$ 5,000
7516	Library & Local Contributions	\$ 4,000		\$ -
7517	Rent	\$ 7,800		\$ 7,800
7518	Utilities	\$ 4,000	\$ 2,457	\$ 4,000
7519	Dues & Memberships	\$ 2,000	\$ 247	\$ 1,000
7520	Municipal Expense	\$ 5,000	\$ 1,032	\$ 7,500
7522	Office Supplies & Expense	\$ 4,500	\$ 2,934	\$ 4,500
7530	Contracted Services	\$ -	\$ 4,200	\$ -
7599	Miscellaneous Expense	\$ 1,000	\$ 1,100	\$ 1,900
7611	Telephone & Communications	\$ 3,000	\$ 1,055	\$ 2,500
7613	Cable and Internet Services	\$ 1,500	\$ 1,336	\$ 2,000
7615	Travel	\$ 1,500		\$ 1,500
7816	Building Repairs & Maintenance	\$ 1,000	\$ 1,687	\$ 3,500
7819	Materials, Supplies & Equipment	\$ 5,000	\$ 2,915	\$ 5,000
	<b>TOTAL EXPENSES</b>	<b>\$ 268,506</b>	<b>\$ 153,279</b>	<b>\$ 274,023</b>

CITY OF TRINIDAD  
**PROPOSED FY2011 BUDGET**  
**General Fund Dept. 401 - Fire Department**

		<b>Amended FY2011 Budget 9/8/10</b>	<b>Actual Thru 2/28/11</b>	<b>Proposed 2012 Budget</b>
<b>4.01</b>	<b>EXPENDITURES</b>			
6090	Honorariums	\$ 1,800	\$ 1,050	\$ 1,800
7511	Financial Advisor/Tech Support	\$ -	\$ 90	\$ -
7518	Utilities	\$ 600	\$ 472	\$ 800
7519	Dues & Membership	\$ -	\$ 10	\$ 10
7526	Backgrounds/Education	\$ 1,000	\$ -	\$ 1,000
7530	Contracted Services	\$ -	\$ 123	\$ 175
7611	Telephone	\$ 100	\$ 138	\$ 175
7614	Dispatch	\$ 1,000	\$ -	\$ -
7814	Vehicle Fuel and Oil	\$ 750	\$ 151	\$ 750
7815	Vehicle Repairs & Maintenance	\$ 3,000	\$ -	\$ 3,000
7816	Building Repairs & Maintenance	\$ 500	\$ 203	\$ 500
7818	Equipment Repair & Maintenance	\$ 1,500	\$ -	\$ 1,500
7819	Materials, Supplies & Equipment	\$ 7,500	\$ 4,119	\$ 7,500
8500	Capital Outlay	\$ 10,000		\$ -
9000	Capital Reserves	\$ 20,000		\$ 50,000
	<b>TOTAL EXPENSES</b>	<b>\$ 47,750</b>	<b>\$ 6,356</b>	<b>\$ 67,210</b>

## CITY OF TRINIDAD

**PROPOSED FY2012 BUDGET****General Fund Department 301 - Police Department**

	Amended FY2011 <u>Budget 9/8/10</u>	Actual Thru <u>2/28/2011</u>	Proposed 2012 Budget
<b>301 EXPENDITURES</b>			
6100 Employee Wages	\$ 23,231	\$ 13,971	\$ 19,585
6500 Employee Benefits	\$ 980	\$ -	\$ -
Employer Costs	\$ 2,371	\$ 2,972	\$ 2,359
7151 Accountant-Admin Tasks	\$ -	\$ 3,948	\$ -
7162 Auditor - Financial Reports	\$ -	\$ 792	\$ -
7517 Rent	\$ 7,800	\$ 9,100	\$ 7,800
7518 Utilities	\$ 1,200	\$ 1,693	\$ 1,200
7522 Office Supplles & Expense	\$ 2,400	\$ 106	\$ 300
7530 Contracted Services	\$ 80,000	\$ -	\$ 82,745
7535 Animal Control	\$ 1,350	\$ 904	\$ 1,396
7538 Investigation Costs	\$ -	\$ 70	\$ -
7611 Telephone & Communications	\$ 1,800	\$ 631	\$ 1,800
7613 Cable & Internet Service	\$ -	\$ 175	\$ -
7815 Vehicle Repairs	\$ -	\$ 60	\$ -
7816 Building Repairs & Maintenance	\$ -	\$ 36	\$ -
7818 Other Repair & Maintenance	\$ 500	\$ -	\$ -
8500 Capital Outlay	\$ 3,000	\$ 2,792	\$ -
<b>TOTAL EXPENSES</b>	<u>\$ 124,632</u>	<u>\$ 37,250</u>	<u>\$ 117,185</u>

CITY OF TRINIDAD  
**PROPOSED FY2012 BUDGET**  
**General Fund 501 Public Works**

		<b>Amended FY2011 Budget 9/8/10</b>	<b>Actual Thru 2/28/2011</b>	<b>Proposed 2012 Budget</b>
501	<b>EXPENDITURES</b>			
6100	Employee Gross Wages	\$ 37,072	\$ 20,169	\$ 39,180
6125	Employee Overtime			\$ 3,000
6500	Employee Benefits	\$ 15,145	\$ 9,174	\$ 21,113
	Employer Costs	\$ 2,560	\$ 2,317	\$ 4,720
6820	General Liability Insurance	\$ -		\$ 992
7107	City Engineer - Project Fees	\$ -		\$ 2,500
7151	Accountant - Admin Tasks		\$ 943	\$ 1,100
7530	Contracted Services - Tree Trimming	\$ 1,000		\$ 1,500
7810	Street Maintenance & Repair	\$ 24,000	\$ 11,920	\$ 114,700
7811	Street Safety Improvements	\$ 12,000	\$ 1,320	\$ -
7812	Street Lighting - Operations	\$ 4,000	\$ 2,488	\$ 4,800
7812	Street Lighting - Improvements	\$ 15,000		\$ 40,000
7813	Trail & Park Maintenance	\$ 22,200	\$ 17,671	\$ 1,000
7814	Vehicle Fuel & Oil	\$ 3,000	\$ 1,768	\$ 3,000
7815	Vehicle Repairs	\$ 1,500	\$ 1,121	\$ 2,000
7818	Other Repair & Maintenance		\$ 43	\$ -
7819	Materials, Supplies & Equipment	\$ 2,500	\$ 1,549	\$ 2,500
7820	Equipment Repairs & Maintenance		\$ 217	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 139,977</b>	<b>\$ 70,700</b>	<b>\$ 242,105</b>



CITY OF TRINIDAD  
**PROPOSED FY2011 BUDGET**  
**Special Revenue Fund - COPS Grant**  
**Fund 303**

		Amended FY2011 <u>Budget 9/8/10</u>	Actual Thru <u>2/28/2011</u>	Proposed 2011/12 <u>Budget</u>
303	FUND BALANCE - 7/1/10	\$ 6,543		
	<b>REVENUES</b>			
4600	State Grant	\$ 100,000	\$ 61,129	\$ 100,000
5320	Interest Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	TOTAL REVENUES	\$ 100,000	\$ 61,129	\$ 100,000
303	<b>EXPENDITURES</b>			
7519	Contracted Services	\$ 100,000	\$ 114,516	\$ 100,000
	TOTAL EXPENDITURES	<u>\$ 100,000</u>	<u>\$ 114,516</u>	<u>\$ 100,000</u>

## CITY OF TRINIDAD

**PROPOSED FY2011 BUDGET****Special Revenue Fund - Integrated Waste Management****Fund 204**

		Amended FY2010 Budget	Actual Thru 2/28/2011	Proposed FY 2012 Budget
204	FUND BALANCE - 7/1/10	\$ 57,404		
204	<b>REVENUES</b>			
4600	Grant Income	\$ 5,000	\$ 720	\$ 5,000
4760	Blue Bag Sales	\$ 2,000	\$ 2,290	\$ 3,500
4765	Recycling Revenue	\$ 23,000	\$ 17,119	\$ 32,000
5320	Interest Received		\$ -	
	<b>TOTAL REVENUES</b>	\$ 30,000	\$ 20,129	\$ 40,500
204	<b>EXPENDITURES</b>			
6100	Employee Gross Wages and Overtime	\$ 11,291	\$ 8,352	\$ 13,265
6500	Employee Benefits	\$ 5,060	\$ 3,229	\$ 6,461
	Employer Costs	\$ 1,151	\$ 985	\$ 1,598
7512	Recycling Disposal	\$ 12,000	\$ 7,840	\$ 16,000
7514	Blue Bag Purchases	\$ 2,500	\$ 2,370	\$ 3,500
7810	Sanitation	\$ -	\$ 4,339	\$ 7,000
7819	Materials, Supplies & Equipment			\$ 1,000
7821	Advertising Outreach	\$ 2,500	\$ 405	\$ -
	<b>TOTAL EXPENSES</b>	\$ 34,502	\$ 27,520	\$ 48,824

CITY OF TRINIDAD  
**PROPOSED FY2011 BUDGET**  
**Enterprise Fund - Water**  
**Fund 601**

	Amended FY2011 Budget 9/8/10	Actual Thru 2/28/2011	Proposed 2011/12 Budget
FUND BALANCE - July 1, 2010	\$ 666,585		
<b>601 REVENUES</b>			
5302 Interest Received	\$ 30,000	\$ -	\$ 20,000
5308 Other Fees for Service		\$ 90	\$ -
5309 Other Miscellaneous Income		\$ 818	\$ 1,000
5710 Water Sales	\$ 214,600	\$ 145,674	\$ 221,000
5730 New Water Hookups		\$ 4,500	\$ 9,000
5750 Penalties	\$ 4,000	\$ 5,707	\$ 6,000
5300 Micellaneous - Conncection Fees	\$ 9,000	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 227,600</b>	<b>\$ 156,789</b>	<b>\$ 237,000</b>
<b>601 EXPENSES</b>			
2710 Davis Grunsky Note	\$ 14,350	\$ 14,517	\$ 14,518
2720 Drinking Water Bond Note - P&I	\$ 5,560	\$ -	\$ 11,026
2790 Deferred Interest-Davis Grunsky	\$ -	\$ 1,040	\$ 1,040
6100 Employee Wages	\$ 85,050	\$ 51,372	\$ 83,354
6125 Employee Overtime	\$ -	\$ -	\$ 5,000
6500 Employee Benefits	\$ 40,022	\$ 23,920	\$ 43,590
Employer Costs	\$ 7,352	\$ 6,252	\$ 10,040
6820 General Liability Insurance	\$ 4,000	\$ 4,000	\$ 7,933
6830 Property & Casualty Inurance	\$ 2,226	\$ 2,250	\$ 2,925
7111 City Attorney - Administrative Tasks	\$ 3,000	\$ -	\$ 4,500
7121 City Engineer - Meeting & Administration	\$ 41,000	\$ 5,146	\$ 5,000
7123 Engineer special projects			\$ 14,848
7151 Accountant	\$ 14,000	\$ 5,053	\$ 9,000
7161 Auditor	\$ 8,000	\$ -	\$ 9,000
7162 Auditor - Financial Reports	\$ -	\$ 9,064	\$ -
7210 Bad Debts	\$ -	\$ 94	\$ -
7518 Utilities	\$ 14,000	\$ 8,459	\$ 14,000
7519 Dues & Memberships	\$ 1,000	\$ 493	\$ 900
7522 Office Supplies & Expense	\$ 2,000	\$ 1,039	\$ 2,000
7523 Interest Expense	\$ 1,050	\$ 1,199	\$ 1,935
7524 Bank Charges	\$ -	\$ 5	\$ -
7599 Miscellaneous Expense	\$ -	\$ 74	\$ 250
7610 Telephone & Communications	\$ 1,500	\$ 49	\$ 1,500
7611 Telephone	\$ -	\$ 665	\$ -
7613 Cable & Internet Service	\$ -	\$ 343	\$ 588
7616 Licenses & Fees	\$ -	\$ 2,201	\$ 2,200
7814 Vehicle Fuel and Oil	\$ 3,000	\$ 1,086	\$ 3,000

7815	Vehicle Repairs	\$ 1,500	\$ 37	\$ 1,500
7816	Building Repairs and Maintenance	\$ 1,000	\$ 1,422	\$ 2,000
7817	Security System	\$ 1,000	\$ 207	\$ 276
7819	Materials, Supplies and Equipment	\$ 5,000	\$ 4,580	\$ 5,000
7820	Equipment Repairs & Maintenance	\$ -	\$ 298	\$ 500
7910	Water Lab Fees	\$ 4,000	\$ 2,797	\$ 5,500
7911	Water Lines/Meters	\$ -	\$ 9	\$ -
7912	Water Chemicals	\$ 14,000	\$ 8,344	\$ 16,000
7913	Water Line Hook-Ups	\$ 4,000	\$ -	\$ 4,000
7915	Water Line Repair and Maintenance	\$ 18,000	\$ 12,980	\$ 20,000
7916	Water Plant and Equipment Repair	\$ 10,000	\$ 6,684	\$ 10,000
TOTAL EXPENSES		\$ 305,610	\$ 175,679	\$ 312,923

CITY OF TRINIDAD  
**PROPOSED FY2011 BUDGET**  
**Enterprise Fund - Cemetery**  
**Fund 701**

		Amended FY2010 Budget	Actual Thru 2/28/2011	Proposed FY 2012 Budget
701	FUND BALANCE - 7/1/10	\$ 152,333		
701	<b>REVENUES</b>			
5302	Interest Income	\$ 5,000	\$ -	\$ 3,000
5810	Cemetery Plot Sales	\$ 8,000	\$ 7,615	\$ 9,000
	<b>TOTAL REVENUES</b>	\$ 13,000	\$ 7,615	\$ 12,000
701	<b>EXPENDITURES</b>			
6100	Employee Gross Wages and Overtime	\$ 6,841	\$ 5,443	\$ 8,727
6500	Employee Benefits	\$ 2,946	\$ 2,246	\$ 5,184
	Employer Costs	\$ 885	\$ 640	\$ 1,051
6820	Insurance - Liability	\$ 500	\$ 500	\$ -
7530	Contracted Services	\$ 500	\$ -	\$ 500
7818	Other Repair & Maintenance	\$ 500	\$ -	\$ 500
7819	Materials, Supplies & Equipment	\$ -	\$ 181	\$ 500
	<b>TOTAL EXPENSES</b>	\$ 12,172	\$ 9,010	\$ 16,462

## **ATTACHMENTS**

- I. Water Rate Analysis Assistance
- II. Request from Humboldt County Convention & Visitor's Bureau
- III. Request from McKinleyville Family Resource Center
- IV. Request from Commercial Fisherman's Wives

**Agreement Between  
The City of Trinidad  
And  
Winzler & Kelly  
For  
Water Rate Analysis Assistance**

**INTRODUCTION**

This agreement is between the City of Trinidad and Winzler & Kelly to provide assistance updating the rate structure for the City's water system. This agreement is based on a prime agreement between the City of Trinidad and Winzler & Kelly dated May 20, 2008. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement. The scope of service is broken up into several tasks as described below.

**Task 1: Review System Operations and Maintenance Costs**

Under this task Winzler & Kelly will work with City staff to develop the revenue requirements needed to cover the annual operations and maintenance costs that must be collected from water rates. These are routine costs associated with providing basic services to customers. This includes staff time, utilities, routine spare parts, chemicals, insurance, and training among other items. City staff will provide a copy of the water system's current budget and last two years of audited financial statements to assist in this effort.

*Initial Budget Estimate for Task 1: \$2,076*

**Task 2: Summarize Capital Improvements**

There is typically a component of the water rate revenue requirement intended to collect funds for future capital improvements. This includes upgrades to the water treatment plant and long-term system replacement costs such as for the City water distribution pipe network and water storage tanks. The City does not have a formal Water System Capital Improvement Plan (CIP). An optional task to complete a formal Water System CIP evaluating the treatment, storage, and distribution systems is presented under optional tasks at the end of this scope of service. Since no formal CIP exists, under this task, Winzler & Kelly will work with City staff to identify known needed capital improvements over the next five years and convert those to an annual costs based on estimated timing and method of financing. This effort is limited to use of existing information. No analysis beyond existing City information is included in this task.

*Initial Budget Estimate for Task 2: \$2,638*

**Task 3: Evaluation of Water Use**

Under this task, Winzler & Kelly will analyze the City's existing water use data. A histogram of water use per connection will be developed. This provides insights into the types of water users, including how much water a typical low, average or high use connection consumes in a month. This type of information is important for defining potential water use rate blocks and in determining the average per connection water use for presentation of costs. This task assumes the City can export at a minimum one year of water use data in a MS Excel compatible format from the water billing software.

*Initial Budget Estimate for Task 3: \$1,510*

**Task 4: Develop Rate Scenarios**

Under this task, Winzler & Kelly will work with City staff to develop up to four rate scenarios that meet the revenue requirement determined from Tasks 1 and 2 above. The information in the tasks above and the rate scenarios will be collected in a Technical memorandum to document the City's work on water rates and for future reference. This task assumes Winzler & Kelly will have access to the City's water billing software, under which different rate scenarios can be entered and the estimated revenue based on historic water use will be calculated by the City's existing software. The City currently has two sets of water rates, one for residents within City limits and one for those outside City limits. The historical reason for these two separate rates has not been able to be clearly determined in the past. It is recommended that the City engage the City attorney to determine the legal basis for this cost difference. It is likely there maybe some liability and insurance items City residents have potential cost liabilities for that out of City water customer do not. However, the water system operates as an enterprise fund meaning all system costs are paid for by rates, not City general funds and the legality for having higher rates for users outside the City needs to be verified.

It is highly recommended that the City engage a Citizen Advisory Committee (CAC) to help facilitate understanding of the need for new water rates and potential impacts to different types of customers. The CAC can also serve to provide a forum for staff to receive community input during the process, making the issue less contentious. Facilitation of a Citizen's Advisory Committee is included as an optional task at the end of this scope. The City's current rate structure includes an annual adjustment for inflation. It is recommended that all future rates include this provision to allow the City's rate to keep up with inflation on system costs without the need to complete the Proposition 218 rate adjustment process every year.

***Initial Budget Estimate for Task 4: \$3,912***

**Task 5: City Council Presentation**

Under this task the four rate scenarios developed in Task 4 will be presented to City Council. Even with the potential participation of a Citizen's Advisory Committee, it is ultimately the City Council's decision on how the rates should be modified to meet community and water system needs. Winzler & Kelly will prepare one formal presentation using graphics to summarize the needs, the process, the options, and impacts and conclusions of the rate evaluation. It is anticipated that the City Council will select a final rate structure at this meeting. Additional rate evaluations beyond the four scenarios developed and attendance at additional City council meetings would need to be covered in a separate scope.

***Initial Budget Estimate for Task 5: \$3,064***

**Task 6: Proposition 218 Assistance**

Based on the City's final selected rate structure, Winzler & Kelly will work with the City attorney to develop a proper Proposition 218 water rate change notice. The Notice will include required rate information, background information on why rates changes are needed, posting timelines, hearing dates and times, and process for submitting protest votes.

***Initial Budget Estimate for Task 6: \$1,648***



## **GENERAL ASSUMPTIONS/ EXCLUSIONS**

The Following are not included in this Scope of Services

- This scope assumes the City can export at a minimum one year of water use data in an MS Excel compatible format from the water billing software.
- This scope assumes water rate revenue produced from different rate scenarios can be obtained from the City's water billing software.
- City to provide access to Winzler & Kelly to the City's water billing software to estimate revenue from different rate scenarios.
- City will need additional legal support that is not covered in this agreement.
- This scope does not include preparation of a formal Capital Improvement Plan.
- This scope does not include development of more than four formal rate scenarios for evaluation by the City council.
- Other items not specifically included in this scope

## **SCHEDULE**

Tasks 1, 2, and 3 will be completed within 45 days of Winzler & Kelly receiving a signed contract with the City. Tasks 4, 5 and 6 will be completed within 45 days after task 1, 2 and 3 are complete. If the City includes the optional task for a Citizen's advisory group, the timeline will need to be extended.

## **COMPENSATION**

The project will be billed on a time and materials basis using the fee schedule in effect at the time the work is performed. The fee for this scope shall not exceed \$14,848. Budget estimates provided for each task are preliminary and the final distribution of the budget may vary between tasks. If additional work beyond what is included in this scope is required, a separate scope will be developed.

Invoices will be prepared approximately monthly and are due and payable by the City within 30 days of the date of the invoice. Interest at the rate of 1-1/2% per month will be charged on all outstanding balances. The extent of the work and the total cost will depend on the factors discussed under the Scope of Services.

## **AGREED**

City of Trinidad

Winzler & Kelly

\_\_\_\_\_, Date

\_\_\_\_\_  
Steven Allen, Managing Principal, Date

\_\_\_\_\_  
Trinidad Accounting Tracking Number

## **WATER RATE EVALUATION OPTIONAL SERVICES**

**Task 01: Facilitate Citizen's Advisory Committee**

Water rates can be a very sensitive topic to community members. It is often very beneficial to the water rate process to incorporate a Citizen's Advisory Committee (CAC) in the process. The CAC is able to get a deeper understanding of the system costs and need for rate increases and can bring that information to the general public in a more unbiased way than often City staff or City consultants can. Under this task, Winzler & Kelly would facilitate the CAC. This task would begin after the City selected the CAC. It is recommended that the CAC include representatives from inside City limits, outside City limits, from the Trinidad Rancheria and a council member, all who receive water from the City's system. Under this task, Winzler & Kelly would prepare for and attend up to six CAC meetings.

It is anticipated that the first meeting would be a presentation on the theory behind water rates, major types of rate structures, and different approaches to meeting revenue requirements. Questions would be obtained from the group to be answered at subsequent meetings. The next meeting would include a presentation of the City's revenue requirements and a discussion of the types of rate structures to be evaluated, and the comparison of area water rates if the City decides to include that optional task presented below. The following meetings would be to assess the different rate options selected for evaluation and analyze the changes in costs for different user types. Lastly the group would select a preferred alternative to be recommended to the City Council for adoption.

***Initial Budget Estimate for Task 01: \$7,932***

**Task 02: Regional Water Rate Comparisons**

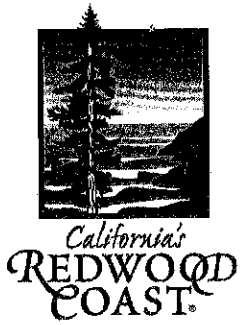
While each City must charge for water based on the actual operations, maintenance, and capital improvement costs associated with the individual system, the community is often very interested in a comparison of what other communities are charging for water and what rate structures they are using. Under this task a comparison of water rates for up to 10 local communities will be conducted including a comparison of base rates, consumption charges and average water bill for the City's average water use based on Task 3 above.

***Initial Budget Estimate for Task 01: \$1,286***

**Task 03: Capital Improvement Plan**

In this task we would work with City staff to identify, prioritize and develop preliminary (order of magnitude) opinions of probable costs for each long-term system improvement projects. We would then develop an estimated schedule for these improvements, and project cash flow needs to service the costs. This information would be summarized in a technical memorandum.

***Initial Budget Estimate for Task 03: \$8,784***



April 11, 2011

Karen Suiker  
Trinidad City Manager  
409 Trinity Street  
Trinidad, CA 95570

Dear Karen:

On behalf of the Humboldt County Convention & Visitors Bureau, I would like to thank the City of Trinidad for its funding support of \$1,500 towards our fiscal year 2010-2011 tourism marketing program, requested in a letter dated May 13, 2010. I believe this will be addressed on Wednesday night (April 13), but as I am already scheduled to appear on May 11, and have a prior engagement on Wednesday, I am respectfully requesting the council to allocate the funding in my absence.

By this letter, I am also requesting a contribution of \$3,000 towards our FY 2012 program. As you know, HCCVB undertakes a countywide tourism marketing effort to promote the Humboldt County brand, to attract visitors and encourage them to stay longer and return frequently. All Humboldt communities and the businesses therein benefit from our efforts, but we specifically promote many Trinidad businesses, attractions and events that help to showcase your city to the world.

I have enclosed our 2010 Annual Report to communicate the bureau's many activities and successes this past calendar year. Our 2010 travel guide and our Best of Humboldt map—both prominently featuring Trinidad—are also enclosed for your review.

All this is in the context of the proposed Humboldt Tourism Business Improvement District—the topic of my May 11 presentation—which promises to increase Trinidad's TOT collections significantly. I look forward to sharing this exciting project with you and the council!

Sincerely,

Tony Smithers  
Executive Director

**HUMBOLDT  
COUNTY  
CONVENTION  
& VISITORS  
BUREAU**

1034 2nd Street  
Eureka, CA 95501

707-443-5097  
800-346-3482  
FAX 443-5115

[www.redwoods.info](http://www.redwoods.info)



McKinleyville  
Family  
Resource  
Center

1450 Hiller Rd.  
Mailing Address P.O.Box 2668  
McKinleyville, CA 95519

Phone: 707-840-0905  
Fax: 707-840-0906  
E-mail: mfr0906@sbcglobal.net

*Connecting the Community with Resources*

**Board President**  
Rodney Oien

**Board Treasurer**  
Kendra Astry

**Board Secretary**  
Lesley Frisbee

**Directors**  
Victor Aubin  
Barbara Georgianna  
Larry Georgianna  
Michelle Haggerty  
Terry Myers

**Executive Director**  
Hillarie Beyer

April 28, 2011

Karen B. Suiker  
City Manager  
City of Trinidad

Dear Ms. Suiker,

I am writing to request that the McKinleyville Family Resource Center be considered in the 2011/2012 budget for the City of Trinidad at the level of \$1000 to help support our work with families and children residing in Trinidad.

The McKinleyville Family Resource Center is a Family Strengthening organization that focuses on prevention and early intervention to strengthen families in our community. We also help to make sure that basic needs are met in times of crisis and for very low income families. I have included some supporting materials and I am willing and eager to make a presentation about our services at your convenience.

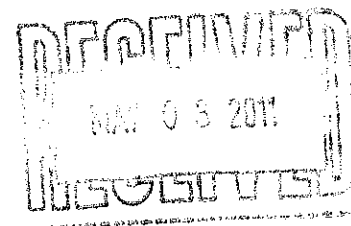
The McKinleyville Family Resource Center has served 13 different families in Trinidad (24 adults and 14 children) over the past six month reporting period. Two of the families with children are homeless. Most of the families we serve see us regularly over time. In addition to the families served by the Center, one family is being served by the home visiting program the Family Resource Center administers for the County.

We are seeking to broaden our financial support, both for greater financial security for the Center, and to become more truly the community's response to community needs. We would love for you to join McKinleyville Chamber of Commerce, local churches, and local service clubs in supporting this very important work in our community.

Feel free to contact me with any additional questions you have about our Center. My cell phone # is 499-6929. Thank you again for your time.

Sincerely,

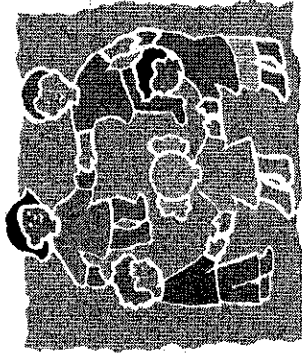
Hillarie Beyer  
Executive Director



**COPY**

## Vision

We envision a community in which citizens, businesses, and government combine to facilitate solutions to the changing needs of the community to the end that all members live healthy fulfilled lives in a fully integrated and welcoming environment



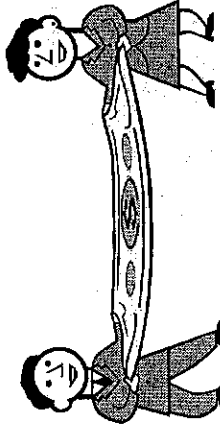
## Mission

Our mission is to facilitate the collaboration of community entities and to develop programs that support, enrich, and sustain healthy community life.

## Want to Help?

The family resource center depends on financial support from the Community to do our work. Please consider making a monthly financial contribution. All donations are tax deductible.

We stretch your dollars to do the most good in our community



Mailing Address:

P.O. Box 2668

McKinleyville, CA 95519

There are other ways to contribute as well. We welcome volunteers.

We look forward to helping you figure out how you can best contribute!

# McKinleyville Family Resource Center



"Connecting the Community with Resources"

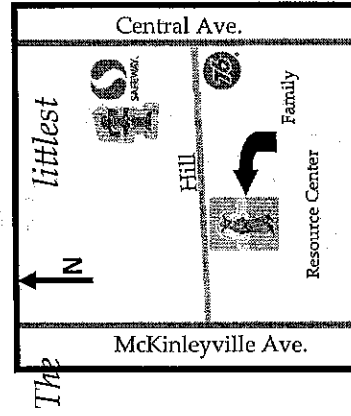
# Connecting the Community with Resources

## What is the

## McKinleyville Family Resource Center?

The McKinleyville Family Resource Center is a place to go to make friends, get support, and get involved.

## Located in the Heart of McKinleyville



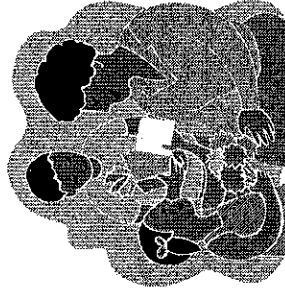
building in the parking lot next to  
Grace Good Shepherd Church  
1450 Hiller Rd., McKinleyville

(707)840-0905

## Make Friends

Grandparents Raising Grandchildren  
Tuesdays 11-12

If you are raising your grandchildren, this is a place to meet people in a similar situation. Meet for conversation, fun and a light snack.



## Cuentame un Cuento

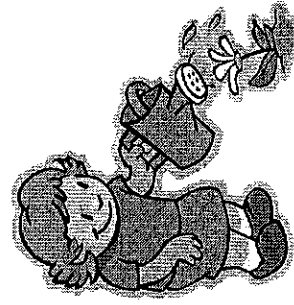
First Thursday, 6:30-7:30 pm

This Story Hour is all in Spanish. A chance to spend time with friends.



## Play in our Garden

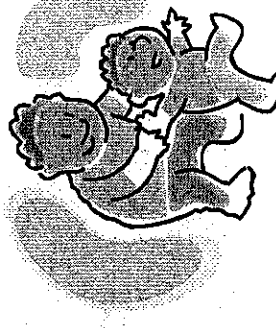
We have a Children's Garden maintained entirely by volunteers. Get Involved!



## Learn Something New

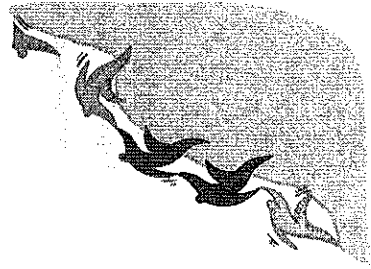
### Parenting Classes

Take some time to get to know other parents and learn some new skills



## Emergency Support

If you hit hard times, the Family Resource Center is here for you. Come in and let us know how we can help.



**McKinleyville  
Family  
Resource  
Center**



**Emergency  
Services  
Listing**

# **NEED HELP? LOOK INSIDE!**

## **Hours of Operation**

### **Resource Center:**

Tuesday, Wednesday, and  
Thursday 10am -4 pm

### **Food Pantry:**

Tuesday and Friday  
11 am-2pm

**1450 Hiller Rd.  
McKinleyville**

**Phone (707)840-0905**

**Fax (707)840-0906**

# McKinleyville Family Resource Center Emergency Services

*Call us in your time of need. We are here to help.*

(707) 840-0905

## Food

### Food Pantry

*Call for an appointment to shop for the food you need from our food pantry.*

*Pantry hours are Tues. and Fri. 11-1.*

### Emergency Food Boxes

*If you are out of food when the pantry is closed, we can provide you with a prepackaged food box.*

### Holiday Food Boxes

*Holiday food boxes contain food to supplement your family's holiday meal. This service is available for Thanksgiving and Christmas. Please sign up in advance.*

### Summer Lunch Program

*When school is out for summer, free sack lunches are available for children in Pierson Park each weekday from 12-1.*

## Shelter

### Emergency Shelter

*We can help you access short term, overnight shelter.*

### Transitional Housing

*Transitional Housing is semi-permanent housing where you can stay while you are finding permanent housing. We can help with the application process.*

### Re-Housing Programs

*When assistance is available to keep people from losing their homes or to help people get into a home, we can help you access it. Call for details.*

### Low Income Housing

*Low income housing requires applications and usually a waiting list. We can you help with this process.*

## Clothing

### Free Tuesdays

*Each Tuesday we have free items that have been donated by the community, including clothing, household items, etc. Subject to availability.*

### Clothing Assistance

*If you or your child has a need for clothing, especially for school, work, or to be safe from the weather, we can help you access available resources. Contact us for details.*

## County Services

### Rural Outreach Services

*The Department of Health and Human*

*Services sends a mobile outreach vehicle to our site monthly.*

*"Connecting the Community with Resources"*



## City of Trinidad

---

**From:** Zach Rotwein [capnzach2@yahoo.com]  
**Sent:** Wednesday, May 11, 2011 8:49 AM  
**To:** Trinidad City Clerk  
**Subject:** Trinidads deadliest Catch

The Commercial Fishermans wives of Humboldt is an organization dedicated to promoting our own locally caught, sustainable seafood. To that end we have developed a logo, "Humboldt Wild Seafood" that serves to brand our local seafood. The logo is used by local retailers and fisherman to identify seafood caught by a Humboldt County homeported boat. You will see the logo in the fish counters at the Eureka Coop, Wildberries, Cap'n Zach's Crab House, and Murphys Markets. Our current project involves show casing our local fishing fleet. We are designing banners that will be hung from light poles that depict the fishing fleet. We are working with the city of Eureka to place the banners at the new fishermans terminal as well as the Harbor District to display the banners at Woodley Island. We would like to work with the City of Trinidad to Display Trinidads own Deadliest Catch here in the city. Our funding for this project has so far been through grants, the city of Eureka and the local fishermans marketing associations. We will provide the banners to be hung up. We are asking that the City of Trinidad incur the cost of the hardware to hang them up. The aproximate cost is \$50.00 per banner. We anticipate 10-15 banners in Trinidad.

Thank you for your consideration

Susan Golledge Rotwein  
PO box 240  
Trinidad, CA. 95570  
707-677-0594